



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 744-1045

M E M O R A N D U M
REVISED¹ MARCH 24, 2000

TELEPHONE: (302) 744-1035

#00-9

TO: All Department and School Fiscal Officers
FROM: Valencia L. Beaty, Executive Assistant *VMB*
DATE: March 08, 2000
SUBJECT: **FY 2000 GAAP CLASSES**

All State agencies, including school districts, are required to complete a GAAP package reporting accrued assets and liabilities held outside the DFMS accounting system at June 30 of each fiscal year. This information is used in the preparation of state financial statements.

Fiscal Year 1999 saw the publication of the State's fifth Comprehensive Annual Financial Report (CAFR). Completion of this report requires a more extensive data retrieval process than in prior years.

The issuance of Statement #34 by the Government Accounting Standards Board will require some major changes in the information to be provided by state agencies and schools. The changes will require some additional reporting for this year and major revisions to the GAAP reporting processes for next year.

These changes will be discussed in class, therefore it is recommended that all personnel involved attend one of the classes listed on the following page. Classes are offered for new employees (those who have never worked on the GAAP project) and update classes for those experienced in GAAP package preparation.

¹ The only correction to the original correspondence appears in the second paragraph. The correct fiscal year appears in this revision.

Memorandum #00-9
March 08, 2000
PAGE 2

All classes will be held at the Conference Center of Delaware Technical and Community College, Terry Campus in Dover. If you need directions to the Terry Campus or have any questions, please call Becki Surguy in the FARS office at (302) 744-1050. Classes are offered in the morning or afternoon and the dates are as follows:

Update Classes for
Experienced Staff

May 2	8:30 a.m.	or	1:00 p.m.
May 10	8:30 a.m.	or	1:00 p.m.

Classes for New Staff - All day

May 9	9:00 a.m. to 4:00 p.m.
May 12	9:00 a.m. to 4:00 p.m.

Please complete and return or FAX (302-744-1045) the enclosed registration form to Becki Surguy, FARS Office by April 14, 2000.

VLB:bsb

Attachment

FY 2000 GAAP Classes Registration Form

Two different classes are being offered - refresher classes for those with experience preparing the GAAP package, and new staff classes for those who have either limited or no experience with the GAAP package reporting process. The refresher classes are half-day classes, while the new staff classes are all day - allowing time to provide individual instruction. Please fill in the appropriate class section below. Please return your registration early as **class size is limited**. **Your registration will NOT be confirmed.** You will be contacted only if the class you have selected is full and we need to reschedule you for another day.

REFRESHER CLASSES:

Complete the form below indicating which date and time you prefer to attend. AM classes begin at 8:30 am, afternoon classes begin at 1:00 pm. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number. You MUST write in AM or PM on the day of your choice.**

Agency Name	Agency #	Employee Name	Phone #	May 2	May 10

NEW STAFF CLASSES:

Complete the section below. Class will begin at 9:00 am and end at approximately 4:00pm with a one hour break for lunch. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number.**

Agency Name	Agency #	Employee Name	Phone #	May 9	May 12

When completed, return this form by April 14, 2000 to:

Becki Surguy, FMS Specialist
Financial Accounting and Reporting Section
Division of Accounting
Thomas Collins Bldg., Suite 3
Dover, DE 19901

State Mail Code D570C

FAX # 302-744-1045

All classes will be held at the Conference and Training Center of Terry Campus at Delaware Technical & Community College. If you need directions to Terry Campus or have any questions, please call the FARS Office at 744-1050.